

MADERA COUNTY
ANIMAL SERVICES ASSISTANT

DEFINITION

Under general supervision, to assist in the daily maintenance, feeding and care of animals housed in the County's Animal Services Shelter; receive telephone and radio messages pertaining to the control of animals; dispatch authorized officers for services pertaining to animal control issues; perform a variety of clerical work in support of the operations of the Animal Services Shelter; and to do related work as required.

SUPERVISION EXERCISED

Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

This is a working level class that is responsible for handling both animal control and clerical duties in the Animal Services Department. This class is distinguished from the Animal Services Officer class series in that the latter is responsible for a full-range of animal control duties, including ordinance enforcement.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists in the cleaning and disinfecting of equipment, cages and areas inhabited by impounded animals; assists in the feeding and care of impounded animals; provides injectable vaccines to cats and dogs; handles dead and dying animals; assists in the cleaning and disinfecting of designated office space; dispatches and communicates with authorized officers who are handling field-related animal control issues; serves as receptionist; provides information to the public and visitors within specific departmental guidelines; makes copies; provides forms, applications and other materials to the public and county employees; files copies of letters memoranda, reports and other materials; processes incoming and outgoing mail; types various correspondence; maintains departmental records; performs and checks simple mathematical computations; and operates a variety of modern office equipment.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic animal care and training techniques.
Safe, humane and efficient techniques and procedures of handling animals.
Various animal breeds and their behavioral characteristics.
Symptoms of common animal disease.
Basic office practices, methods and equipment.
Basic principles of record keeping.
Basic mathematical principles.
English usage, spelling, grammar and punctuation.
Application of euthanasia, as prescribed by law.

Skill to:

Operate modern office equipment.
Operate two-way radio equipment.
Type at a speed necessary for successful job performance.
Operate a motor vehicle safely.

Ability to:

Properly inject appropriate vaccines.
Properly handle domestic, as well as wild life animals safely and efficiently.
Provide appropriate maintenance care to impounded animals.
Communicate with Animal Services Officers in the field by phone and two-way radio.
Dispatch Animal Services Officers to handle field-related issues.
Receive, interpret and prioritize calls from the public and law enforcement officials.
Learn the appropriate use of various types of animal-handling equipment.
Learn, interpret and apply the policies, procedures and regulations pertaining to the Animal Services Department.
Effectively perform general clerical work.
Respond to requests and inquiries from the general public.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

Sufficient public contact experience, as well as experience in the handling and care of animals to demonstrate attainment of the required knowledge, skills and abilities.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

Some assignments may require the possession of, or the ability to obtain, a valid California Class "C" Driver's License.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs., exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

Effective Date: November 2005

June, 2007 – Title Change & Amendment